

Sample One Beginning Teacher and Mentor Meeting Log <sup>3-26-14</sup>  
 Module 3- Instruction for Active Learning  
**Sample One-Grade 7 Mathematics**

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<b>Beginning Teacher and Mentor Meeting Log</b>			
<b>Meeting Dates</b>	<b>Time</b>	<b>Focus</b>	<b>Summary</b>
1. March 29, 2015	3:45 -5:00	MM3	We explored CCT Profile and indicators. Determined which indicator would be the focus of module.
2. April 1, 2015	3:30-4:15	MM3	We worked on the goal to make it more attainable..
3. April 4, 2015	11:00-12:00	MM3	We tweaked goal to make it more specific and finalized action plan.
4. April 8, 2015	11:00-11:30	MM3	We discussed gathering data and what data was already available.
5. April 13, 2015	3:45-4:30	MM3	Brainstormed and decided on strategies to manage tiered activities.
6. April 16, 2015	11:00-12:00	MM3	Worked on ways to establish norms and accountability for students.
7. April 30, 2015	11:15-11:45	MM3	We discussed use of “expert” in class to help manage the work.
8. May 6, 2015	3:00-3:30	MM3	Revisited the idea of flexible grouping, its purposes, how to configure groups etc.
<b>9.</b> May 7, 2015	11:00-12:00	MM3	Developed draft for the choice boards.
10. May 14, 2015	3:00-4:15	MM3	Planned the first draft of reflection paper.
11. May 24, 2015	3:00-4:15	MM3	We talked about final revisions/edits to reflection paper.